

Lincoln Township Public Library Board of Trustees
Meeting Agenda: Tuesday, September 21, 2021 | 6:30 pm
IN PERSON | Community Room

Present: Vice President Linda Stocker, Treasurer Jennifer Cowan, Secretary Suellen Klein, Trustee Connie Weaver, Trustee Elizabeth Carlson, Director Jessica Ishmael.
Absent: President Megan Yore-Norbey

CALL TO ORDER: 6:35 p.m. by Linda

Public Comment: None

Guest Introductions:

Linda introduced Jim Scarpone, Scarpone & Company, P.C., Mary Ann Ware, Head of Youth Services, Lincoln Township Public Library, Deb Christensen, Head of Finance and Operations, Lincoln Township Public Library.

Additions to Agenda: None

Approval of the Agenda:

- a. Liz made a motion, seconded by Connie, to approve the minutes of July 20, 2021 as written. The motion was carried unanimously.
- b. Liz made a motion, seconded by Connie, to approve the minutes of August 17, 2021 as written. The motion passed unanimously.
- c. Liz made a motion, seconded by Suellen, to approve the Treasurer's report for July-August 2021 with check #s 20077-20142. The motion was unanimously carried.
- d. Correspondence: None

Governance and Administration:

a. President

Linda suggested expanding the Board meetings in order to accomplish necessary tasks. The Board agreed. The November/December meeting will be held December 7th starting at 5:45pm. Future meetings of the Board will include work time; specific time frames TBD.

b. Community and Government Relations

- i. Proceeds from the Friends Treasure Shoppe in July were \$1,106.50.
Proceeds from the Friends bag sale on July 17 were \$225.00.
Proceeds from the Friends Treasure Shoppe in August were \$525

Proceeds from the Friend bag sale on September 18 were \$195.50
The next meeting of the Friends is September 28th at 4:00pm at the LTPL.

c. Building, Landscape, and Technology:

- i. Building “Refresh” Update – Jessica reported receiving an estimate from the Pearson Company for the library roof replacement. The estimate is \$423,225.00.

d. Finance:

- i. **Audit Report** - Mr. Scarpone reviewed highlights of the auditor’s report. This report offers an unqualified opinion of the financial statements of the Lincoln Township Public Library for the year ended March 31, 2021. The library is financially sound. Mr. Scarpone complimented the excellent financial status and the excellent work of Deb Christensen.

Jenny made a motion, supported by Connie, to accept the 2020-2021 audit report as presented by Mr. Scarpone. The motion was unanimously carried.

The Board unanimously noted its appreciation for the outstanding efforts of Deb Christensen as Head of Finance and Operations, LTPL.

Jessica will contact the Berrien Community Foundation to meet with the Board to discuss management of the Endowment Fund.

Jenny and Mr. Scarpone spoke to the Excess of Revenues Over Expenditures that have occurred for the past four years. This funding is available to assist with the library refresh.

The concept of developing a five-year rolling budget was introduced to anticipate and communicate planned expenditures/updates.

- ii. **Request for Millage levy to Township** - Jenny made a motion, supported by Elizabeth, to accept the letter as required by the Lincoln Charter Township to levy the maximum millage allowed on the 2021 rate. A roll call vote was taken: Linda-aye, Jenny-aye, Connie-aye, Elizabeth-aye, Suellen-aye. The motion was unanimously carried.
- iii. **Penal Fines Review** - Jenny reviewed information regarding penal fine income for the library. The statewide trend is a decrease in penal fine funding for libraries. 2021-2022 penal fine revenue is \$134,804.22. In

comparison, 2020-2021 penal fine income was \$141,095. Jessica attributes this difference to changes in allocation of fines. A positive note: the 2020 census shows a small increase in the LTPL service area population. This increase will affect penal fine income positively.

e. Strategic Planning

- i. The Board indicated support of the draft strategic goals. Suellen reported the Strategic Planning committee's suggestion to meet with staff, Friends of the Library, and the full Board to discuss and finalize goals. The Board supported this notion. Jessica will arrange a half-day work session.

f. Operations and Staff

- i. Jessica distributed information regarding the measures to be used to evaluate the impact of the library's opening 1-hour earlier Monday-Friday effective October 4.
- ii. Linda reported the update of the Employee Handbook is 80% done. The complete draft will be shared with the Board for review.
- iii. Linda stated the Director's review will be presented at the December meeting.
- iv. Jessica shared LTPL book drop bid summaries as gathered in four bids. Suellen made a motion, seconded by Elizabeth, to accept the Bibliotheca bid for \$9,898 that includes two PC stations, software & license, shipping and installation. The motion was accepted unanimously.
- v. Mary Anne shared information about the 2021 summer reading program including number of participants and completion percentages. Future summer reading programs will likely be a hybrid of in-person and online.

The Teen Advisory Board recently met with 15 attendees. Many fun and creative plans are underway for the youth patrons. The Board thanked Mary Ann for her efforts to engage this important demographic, especially during the pandemic.

g. Director's Report

Relabeling Project – The relabeling project has officially commenced! To improve our patron's experience locating items in the library, new standards for formatting and labeling have been thoroughly discussed, established, and documented with the target of consistency throughout the entire library, not just one collection. This includes bottom spine labels that identify the audience, collection, and Dewey Decimal and/or Author as well as consistent formatting of series spine labels located at the top. The first collections of items being actively pulled at this time are Adult Nonfiction DVDs and Teen Nonfiction.

Reorganizing Collections – Pardon our dust! The Relabeling Project provides an opportunity to reorganize and streamline collections in the library to improve findability and circulation. Changes that will be occurring over the next few months include:

- Consolidating newspapers in the reading area overlooking the courtyard
- Consolidating magazines on the shelving currently housing newspapers
- Reintegrating Gardening, Cooking, and Business books with Adult Nonfiction
- Relocating Large Print titles to the center 3 aisles for easier access
- Relocating Adult Fiction and Nonfiction DVDs to the current magazine shelving along the wall

Board Onboarding – Over the past few months I've been happy to do what I can to ease the transition for our newest Board Trustees. Efforts have included:

- Board Binder assembly containing necessary documents
- Email access set up and assistance
- Establishing best modes of contact
- Providing tours of the Library
- Facilitating introductions with Staff
- Prompt response to quick questions and “On-the-fly” conversations to discuss ideas and library dynamics (committee and 1:1)
- Early-opens of committee virtual meeting early-opens to allow time to connect and settle in.

Finance and Operations (Christensen)

Building maintenance projects completed during July and August include:

- Midwest Glass & Mirror re-caulked all of the aluminum door and window frames and all glass on the building exterior.
- Creative Landscaping replaced two burning bushes along the book drop driveway. They also power washed the courtyard pavers to remove accumulated grime and algae.
- IBID County Electric changed the fluorescent fixtures in the display case to LED fixtures. These fixtures are the emergency lights for that area of the building and are on 24/7.

Public Services (True)

Efficiencies

- Informational binders updated: Circulation Policies and Procedures, LTPL Information and Policies, and In-House Display Log.
- Cleaned and organized Circ Desk and rear vestibule: removed outdated and inaccurate documents, labeled files for ease of access.

Management

· Currently interviewing candidates for Circulation Clerk and Adult Library Associate positions. As of 9/14/2021, the Public Services department has openings for four (4) Circulation Clerks and one (1) Adult Library Associate.

Staff Goals Update

· Adult non-fiction weed is roughly 92% completed; throughout September and October, Brian will finish weeding the 900's and the Cooking collection. Estimated completion date of adult collection is end of October.

· Kelly created social media posts and an in-house display for September's Banned Books month, completing her goal of designing a multi-departmental marketing campaign.

Youth Services (Ware)

Hollie, with the help of Vicki, has created a training video for using the newly purchased video equipment. The video is now available on TEAMS. This makes the knowledge available anytime a staff member needs to learn to use the equipment or when they need a refresher.

Peggy has finished "weeding" most of the Rosetta storage containers. Remaining containers hold items focused on a single theme. The plan is to make decisions about what to keep after the theme is used in the house. Things now need to be inventoried and stored away in a logical manner.

Brandon selected most of the Junior Graphic Novels purchased in September. Future selection of Junior Fiction and Junior Non-Fiction will be added to his duties.\

Open Opportunities

- a. Relabeling Project (end date 8/31- full implementation 9/1)
- b. Holiday Closures for 2022 (October)
- c. Weeding (end date 10/30)
- d. Executive Coaching (end date 10/30)
- e. Trustee Onboarding (Report)

For the Good of the Library

- a. Upcoming Service Area Meetings:
Royalton Township: Monday, October 11th | Second Mondays at 7pm
980 Miners Rd., Saint Joseph, 49085

Lincoln Township: Tuesday, October 12th | Second Tuesdays at 7pm
2055 W. John Beers Rd, Stevensville, 49127

Stevensville Village: Wednesday, October 13th | Second Wednesdays at 7pm
5768 Saint Joseph Avenue Stevensville, 49127

Baroda Township: Monday, October 18th | Third Mondays at 7pm
9091 1st Street, Baroda, 49101

Adjournment: The meeting was adjourned at 8:15pm

Respectfully submitted, Suellen S Klein (Secretary)